



# MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # **198-2012**

## LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Kathie G. Brooks, Interim City Manager

DATE: July 31, 2012

SUBJECT: UPDATE TO THE VACANCY REPORT OF JULY 24, 2012

CITY CLERK'S OFFICE

2012 JUL 31 AM 11:26

RECEIVED

The purpose of this Letter to Commission (LTC) is to provide an update vacancy report of all vacancies in the City, including the value of the salary budgeted for each vacant position and the length of time the position has been vacant. An earlier version of the vacancy report was transmitted to the Mayor and Commission via LTC # 187-2012 on July 24, 2012 (a copy of this LTC is attached).

The updated vacancy report highlights those vacant positions that are being proposed for elimination as an efficiency (positive or minimal service impact) for Fiscal Year (FY) 2012/13 as presented at the July 25, 2012 Finance and Citywide Projects Committee (FCWPC) meeting (Attachment 1). In addition, pursuant to the Fire Department reorganization that was negotiated as part of the 2009-2012 Collective Bargaining Agreement between the City and the International Association of Firefighters, Local 1510 (IAFF), effective May 26, 2011 (when the Firefighter II promotional expired), the City ceased promoting employees from the Firefighter I classification into the classification of Firefighter II. Therefore, the four (4) vacant Firefighter II positions that were initially reflected in the July 24, 2012 vacancy report have been removed.

As in the past, I will continue to evaluate requests to fill for the remaining vacant positions, focusing on positions that are critical to ongoing operations. If you have any questions or need any additional information, please feel free to contact me.

Attachment

KGB

**ATTACHMENT 1**  
**LISTING OF POSITIONS VACANT AND NOT FILLED BY CONTRACT OR**  
**TEMPORARY**  
**as of 7/30/12**

Department	Position Name	Number of Positions	Number of Months Vacant	Annual Salary of Vacancy
<b>GENERAL FUND</b>				
OBPI	Budget & Performance Improvement Director	1	1	184,870
OBPI	Sr. Management Consultant	1	1	71,652
Code Compliance	Code Compliance Administrator	1	10	55,588
Code Compliance	Code Compliance Officer	1	2	69,394
Code Compliance	Code Compliance Officer -PT	1	1	31,200
Finance	Financial Analyst	1	2	53,371
Human Resources/Labor	HR Assistant Director	1	3	124,488
Planning	Planning Director	1	34	170,000
Public Works	City Engineer	1	3	92,316
Public Works	Streets Operations Supervisor	1	56	65,957
Parks	Urban Forester	1	4	103,018
Parks	MSW III PT	1	64	20,897
Parks	Rec Leader I	1	2	32,471
Parks	Rec Leader I PT Year Round	1	2	13,299
Police	Police Captain	1	9	92,316
Police	Security Specialist	1	7	56,076
Police	IT Specialist II	1	4	62,964
Police	Police Commander	1	1	146,776
Police	Public Safety Specialist	1	2	49,868
Police	Administrative Aide I	1	1	40,534
Police	Crime Scene Technician II	1	4	55,588
Police	School Crossing Guard (PT)	5	1-23	66,273
Police	Police Officer	7	1-6	376,287
Police	Complaint Operator	1	3	64,168
Procurement	Procurement Division Director	1	4	148,776
Procurement	Procurement Coordinator	1	8	56,076
Fire	Fire Inspector I	1	1	49,713
Fire	Clerk Typist PT	1	5	16,484
CIP	Assistant Director - CIP	1	34	92,316
CIP	Special Assistant to City Manager	1	21	92,316
CIP	Financial Analyst I	1	13	58,930
CIP	Capital Projects Coordinator	2	3-16	156,388
Real Estate, Housing and Community Dev incl. Office of Community Services	Administrative Aide I	1	12	25,225
<b>Total General Fund</b>		<b>44</b>		<b>\$ 2,795,595</b>

INTERNAL SERVICE FUNDS				
Information Technology	System Analyst	1	12	60,930
Fleet Management	Fleet Service Representative	1	2.5	34,457
Fleet Management	Mechanic II	1	2.5	50,434
<b>Total Internal Service Funds</b>		<b>3</b>		<b>\$ 145,821</b>

ENTERPRISE FUNDS				
Parking	Parking Operations Supervisor	1	7	65,958
Parking	Parking Operations Supervisor	1	10	65,957
Parking	Parking Enforcement Specialist I	3	8-33	114,738
Parking	Parking Enforcement Specialist I	1	7	38,246
Parking	Parking Enforcement Specialist I PT	6	2-12	114,660
Parking	Painter	1	22	40,560
Sanitation	Waste Driver Supervisor	1	113	49,348
Sanitation	Heavy Equipment Operator I	3	4-46	136,243
Sewer	Pumping Operations Supervisor	1	7	71,672
Sewer	Clerk	1	10	31,096
Sewer	Masonry Helper	1	12	33,982
Sewer	Sewer Supervisor	2	17-48	98,696
Sewer	Assistant Pumping Mechanic	1	64	54,904
Sewer	Assistant Pumping Mechanic	2	4-22	83,587
Sewer	MSW I	1	11	32,576
Water	Electronics/Instrumentation Supervisor	1	4	83,675
Water	Water Meter Tech I	2	1-5	66,420
Water	MSW II	2	3-8	72,701
Stormwater	Environmental Specialist	1	4	60,930
Stormwater	MSW II	1	69	35,397
<b>Total Enterprise Funds</b>		<b>33</b>		<b>\$ 1,351,346</b>
<b>RDA</b>				
Police	Police Officer	1	7	54,016
<b>Total RDA</b>		<b>1</b>		<b>\$ 54,016</b>
<b>Grand Total</b>		<b>81</b>		<b>\$ 4,346,778</b>

Grant-Funded Positions are not included in this analysis.

Highlights indicate positions that are listed under efficiencies.



# MIAMI BEACH

OFFICE OF THE CITY MANAGER

NO. LTC # 187-2012

## LETTER TO COMMISSION

TO: Mayor Matti Herrera Bower and Members of the City Commission

FROM: Kathie G. Brooks, City Manager

DATE: July 24, 2012

SUBJECT: VACANCY REPORT AS OF JULY 24, 2012

During discussion of the FY 2012/13 preliminary Current Service Level (CSL) budget at a previous meeting of the Finance and Citywide Projects Committee (FCWPC), the Commission directed the administration to provide an report of vacancies in the City, including the value of the salary budgeted for each vacant position, and the length of time the position has been vacant.

### BACKGROUND

A review of vacancies in the City reflects a snapshot at a point in time as positions are constantly filled and others are leaving for retirement, discipline reasons or positions with other employers.

Attachment 1 provides a summary of the current vacancies in the City, based on a June, 2012 analysis of the personnel system and updated for recent changes. It is important to note that, while a budgeted City position may be vacant, the position may be filled with an outside agency employee or contracted professional services. In those cases, the positions are not listed as vacant. Further, some of these positions have been filled since the June 2011 report was run.

### ANALYSIS

The report shows a total of 39 full time and 9 part time vacant positions in the General Fund (and 85 total positions across all funds) which have not been filled by outside temporary agency positions or professional services. Approximately half of these positions (28 in the General Fund and 56 positions Citywide) have been vacant for more than 6 months. The budgeted FY 2012/13 annual value for all current vacant positions is \$3.1 million in the General Fund, and approximately \$4.7 million Citywide.

It is important to keep in mind that, over the last several years since the economic decline, the City has taken pro-active initiatives to reduce expenses below the adopted budget each year, including holding off on hiring for less essential positions, in order to close-out each fiscal year in a positive position and generate carryover that can be made available for future years when we anticipated further declines in property values, increasing pension costs, etc.

Further, vacancies are often used to accommodate employees when the City eliminates positions due to efficiencies or service reductions. At the July 25, 2012 Finance and



Citywide Projects Committee meeting, the Committee is scheduled to review the potential list of efficiencies and service reductions for FY 2012/13.

### **CONCLUSION**

The Administration continually reviews positions that may be eliminated, including vacant positions. At the July 25, 2012 Finance and Citywide Projects Committee meeting, the Committee is scheduled to review the potential list of efficiency and service reductions for FY 2012/13, some of which are vacant positions on the attached reports.

Attachment

KGB

**ATTACHMENT 1**  
**City of Miami Beach**  
**Summary Vacancy Report**  
**as of 7/23/12**

	Vacant Positions		Number of Vacant positions filled by temporary employees or utilizing		Net Vacant Positions		Value of All Net Vacancies
	FT	PT	FT	PT	FT	PT	
<b>General Fund</b>							\$
Mayor and Commission	-	-	-	-	-	-	-
City Manager	-	-	-	-	-	-	-
Communications	-	-	-	-	-	-	-
OBPI	2	-	-	-	2	-	256,522
Finance	1	-	-	-	1	-	53,371
Procurement	2	-	-	-	2	-	204,852
Human Resources/Labor	1	-	-	-	1	-	124,488
City Clerk	1	-	1	-	-	-	-
City Attorney	-	-	-	-	-	-	-
Real Estate, Housing and Community Dev incl. Office of Community Services	1	-	-	-	1	-	25,225
Building	1	-	1	-	-	-	-
Planning	1	-	-	-	1	-	170,000
TCD	-	-	-	-	-	-	-
Code Compliance	2	1	-	-	2	1	156,182
Parks & Recreation	2	2	-	-	2	2	169,685
Public Works	2	-	-	-	2	-	158,273
CIP	5	-	-	-	5	-	399,950
Police	15	5	-	-	15	5	1,010,851
Fire/ Ocean Rescue	5	1	-	-	5	1	385,415
<b>Total General Fund</b>	<b>41</b>	<b>9</b>	<b>2</b>	<b>-</b>	<b>39</b>	<b>9</b>	<b>3,114,814</b>
<b>Internal Service Funds</b>							
Information Technology	1	-	-	-	1	-	60,930
Risk Management	1	-	1	-	-	-	-
Central Services	-	-	-	-	-	-	-
Property Management	-	-	-	-	-	-	-
Fleet	2	-	-	-	2	-	84,891
<b>Total Internal Service Funds</b>	<b>4</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>3</b>	<b>-</b>	<b>145,821</b>
<b>Enterprise Funds</b>							
Convention Center							
Sanitation	71	-	67	-	4	-	185,591
Sewer	9	-	-	-	9	-	406,513
Water	5	-	-	-	5	-	222,796
Stormwater	2	-	-	-	2	-	96,327
Parking	7	6	-	-	7	6	440,119
<b>Total Enterprise Funds</b>	<b>94</b>	<b>6</b>	<b>67</b>	<b>-</b>	<b>27</b>	<b>6</b>	<b>1,351,346</b>
<b>RDA</b>							
Police	1	-	-	-	1	-	54,016
Sanitation	-	-	-	-	-	-	-
Greenspace	-	-	-	-	-	-	-
Operations	-	-	-	-	-	-	-
<b>Total RDA</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1</b>	<b>-</b>	<b>54,016</b>
<b>GRAND TOTAL</b>	<b>140</b>	<b>15</b>	<b>70</b>	<b>-</b>	<b>70</b>	<b>15</b>	<b>4,665,997</b>

N.B.: Grant-Funded Positions are not included in this analysis.

## ATTACHMENT 2

## LISTING OF POSITIONS VACANT AND NOT FILLED BY CONTRACT OR TEMPORARY

as of 7/23/12

Department	Position Name	Number of Positions	Number of Months Vacant	Annual Salary of Vacancy	Comments
<b>GENERAL FUND</b>					
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<b>Total RDA</b>		<b>1</b>		<b>\$ 54,016</b>	
<b>Grand Total</b>		<b>85</b>		<b>\$ 4,665,997</b>	